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MEMORANDUM TO: Chief of Administration, DD/P
FROM: Chief, Classification and Wage Division
SUBJECT: Southern Europe Division Table of Organization

1. The following information is forwarded with respect to the attached Table of Organization which has been developed as a result of conferences with the Chief, Administrative Staff, and comparison of like positions in other Division Tables of Organization which are currently under consideration.

2. One joint meeting was held with key personnel of the SE Division by a member of the Classification and Wage Division and representatives from Organization and Methods Services. The organizational structure was discussed and request made for written statements of functions for all major organizational components. These functional statements have been developed, but need coordination and reworking before being released from the Division.

3. Grade levels for positions were developed on the basis of verbal discussion, comparison to other division T/O positions and general familiarity with positions based on past experience, and increase in scope and complexity of work occasioned by the merger of OPC and OSO. In this connection grades of four positions [REDACTED] were raised to conform more nearly to duties to be performed.

4. Certain positions, some of which are proposed for Super-Grades, are included without grade recommendations because the functions, relationship with other organizational elements of the Agency and other Divisions, and detailed duties and responsibilities were not readily discernible. Classification of relationship between and among these positions can be made at such time as the discussions of other Divisional Tables of Organization are completed, and further discussion is made with respect to standardization of like functions in an across-the-board review of all Division proposals.

5. The positions of Chief, [REDACTED] were included at grade GS-14 rather than GS-15 as requested, as it appears that no material change is represented in duties and responsibilities over those which previously existed in the OSO Table of Organization.

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These changes were concurred in by the Administrative Officer after conference with Division Officials, on the basis that the positions are comparable to similar positions in other Geographic Divisions at the GS-14 level.

6. Positions of the Chief and Deputy Chief of the Division and Chiefs of Branches and Sections and other closely related positions are included at the grade levels recommended by the SE Division. However, it should be noted that Super-Grade positions will be subject to review by the Agency Super Grade Review Board.



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Attach.

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